



**Catlett – Calverton Sewer Project**  
**Project Management Team**  
**Golden Rule Builders, 3409 Catlett Road**  
September 20, 2017  
MEETING NOTES

I. Welcome & Introductions:

Sue Rowland, consultant to county for this project, asked everyone present in person or by phone to introduce themselves. The sign in sheet is attached.

II. Update on Project Activities: Status of Design-Build Contract

Gary Schwartz provided an update on the project, beginning with the Board's process to consider the four proposals received by the county under the design-build method of procurement. The Board added to its agenda for its last meeting to create a notice of award to English Construction and Bowman Engineering, subject to DEQs final review (related to the loan). The County Administrator is given the authority to move forward with the project, taking it to the next steps.

Rick Gerhardt, Board of Supervisors representing this area and Board Chair, remarked that the proposal is in line with the Northwest Cascades proposal, previously received under the PPEA unsolicited offer and subsequently withdrawn. He further noted that the amount of the contract is \$6.8 million, close to the price offered by NWC.

The group celebrated the Board's vote with applause all around, and with thanks to Mr. Gerhardt for his work to move the project forward.

There was discussion on other costs and certain elements necessary for the project that were either not yet known or in discussion. Questions



from the PMT also served to clarify that the past Incentives Program established by the Board with lower tap fees and options for payment remain in force. All new owners signing up would be charged the new tap fee, anticipated to remain as previously estimated -- \$26,000. In discussions on the monthly rate, that figure is not yet set, but should be about the same.

The PMT expressed its support for Gary and his work in a question about his intention to stay with the project. In all candor, Gary replied that he expected to continue, with Rick repeating that hope.

Gary also explained that Hurt & Proffitt would remain on contract as engineers on the project, representing the county's interests. He also confirmed to the PMT and DEQ that the package required to begin review of the DEQ loan had been prepared and was ready to go to DEQ today.

### III. Income Surveys

Sue reversed the prepared agenda somewhat to follow discussion on the loan package, and explained the need for the income surveys again. She reminded the group that income surveys were necessary to provide information on the Median Household Income for the service areas. With that in hand, DEQ could determine if a 0% interest rate recommendation could be made. Sue noted that the surveys previously collected are now too old or stale, and required repeating. She noted that the forms would be quite simple, as only the household income was necessary at this time.

The group discussed methods used in the past, and volunteered to provide support for the project, asking that community members complete the surveys when received. Sue noted that some additional work needed to be completed, including a review of the survey form by PMT community members, before being sent out.



#### IV. Update on Potential Changes to the Comprehensive Plan and Service District Boundaries

Andrew Hopewell began with a general description of the process under which the planning commission considers amendments to the Comprehensive Plan and Service District boundaries. Following general questions, Andrew noted that a work session with the Planning Commission would likely occur toward the end of 2018. A public hearing before the planning commission would take place, followed by a formal recommendation to the Board of Supervisors. Some discussion took place about how the public hearings were publicized, with recommendations to Andrew from the community.

#### V. Next Steps

Gary reviewed the next steps, including land acquisition for the treatment plant and dispersal fields (one plus a reserve area), a revision to the Environmental Assessment, a PER conference between VDH, the county staff, and English / Bowman, the income survey, right-of-way acquisitions for lines, and the next round of solicitations for User Agreements and Deeds of Easement.

#### VI. Other Items

Other questions raised at this point in the meeting included:

- What action has been taken on the waivers that are allowed under the county's sewer use ordinance (members were reminded that no action has taken place on any of these waivers, as the project had not moved forward until now)
- When do residents have to meet the sewer use ordinance (some discussion on timing related to the project, and new health department procedures related to resolutions when septic problems are found)



- What growth is included in the project (Gary reminded the group that systems capacity will remain at 80,000 gallons / day or 308 EDUs)

## VII. Schedule of Future PMT Meeting

The meeting having run a bit long, Sue reminded everyone of the next scheduled PMT meeting dates:

- October 11
- November 8
- December 13